

**City of Seattle**  
**Seattle Office for Civil Rights<sup>i</sup>**  
Submittal Date: September 10, 2004

City of Seattle Request for Qualifications  
from Qualified Consultants for  
Race and Social Justice Initiative Projects and Programs

Mayor Greg Nickels has challenged all departments within Seattle City government “to end racism in all its forms.” To tackle this difficult task, the City of Seattle has created the Race and Social Justice Initiative.

It is important that we develop a common language and common understanding of initiative goals. To help with this work, the Seattle Office for Civil Rights and the Personnel Department are establishing a pool of experienced Race and Social Justice trainers and consultants to work with departments on Race and Social Justice Initiative projects and programs. We invite you to submit your Statement of Qualifications if you are interested in being considered for this pool.

**Process**

We have created an evaluation committee of selected City staff professionals in the area of Race and Social Justice to review submitted qualifications. The evaluation committee will recommend candidates selected to be included in the list of qualified consultants.

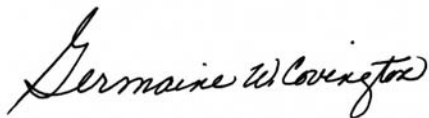
Interviews will be held in early October 2004 in Seattle. Once a consultant has been chosen from the interview process, they will be added to the recommended trainers and consultants available to assist departments with race and social justice work and issues. We expect that consultants from the pool will help departments respond to in-house requests for trainers and consultants in a timely manner in the areas above mentioned. Acceptance into this pool is not a guarantee of any work or any minimum amount of work. Assignment, coordination and administration of contracts will be the responsibility of each Department's Appointing Authority.

**Delivery**

Please submit your qualifications, resources you will bring to the project and a list of reference contacts to me by 5:00 P.M. **Friday, September 10, 2004.**

We have enclosed a copy of the full Request for Statement of Qualifications” for submittal information. If you are unfamiliar with the City's consultant contracting process, you can access the web site at: <http://www.cityofseattle.net.contract/pancc.htm>

Thank you in advance for your interest and application. If you have any questions please do not hesitate to contact me at 206-684-4500



Germaine W. Covington  
Director



**The City of Seattle**  
**Race and Social Justice Initiative**

**Request for Qualifications**  
**From Qualified Consultants for**  
**Race and Social Justice Initiative Projects and Programs**

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**RFQ Release Date:**  
**RFQ Due Date:**

**August 9, 2004**  
**September 10, 2004**



**The City of Seattle  
Race and Social Justice Initiative**

**Request for Qualifications  
From Qualified Consultants for  
Race and Social Justice Initiative Projects and Programs**

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The Seattle Office for Civil Rights and the Personnel Department are establishing a pool of experienced Race and Social Justice trainers and consultants to work with departments on Race and Social Justice Initiative projects and programs.

**RFQ Release Date:**  
**RFQ Due Date:**

**August 16, 2004**  
**September 10, 2004**

## Purpose of this Request

The Seattle Office for Civil Rights and the Personnel Department are seeking qualified trainers and consultants with experience in Race and Social Justice issues to work with departments on Race and Social Justice Initiative projects and programs.

The Race and Social Justice Initiative focuses on four broad areas:

- Changing the City's policies, practices and procedures to improve people's access to, and use of, City services;
- Increasing economic opportunities for people of color, especially in the areas of jobs and contracts;
- Improving civic engagement to foster a stronger sense of community and a better connection between citizens and their government;
- Eliminating disproportionality in schools, home ownership and other services.

### **1. Scope of work**

Firms or individuals and organizations that are part of the pool for conducting such work shall possess the specific knowledge and experience in a wide variety of models to address training for racial inclusion and equity. We will place a priority on firms that focus on institutional and structural racism and different models to address oppression such as: Anti-racism, multiculturalism, racial healing and reconciliation, and democracy building models, such as Study Circles, with a special focus on race relations.

### **Timeline**

Below is a proposed timeline for this project

<b>August 16, 2004:</b>	<b>RFQ sent out</b>
<b>September 10, 2004</b>	<b>RFQ Qualifications Due</b>
<b>September 20, 2004</b>	<b>Review of submissions</b>
<b>September 27, 2004</b>	<b>Letter of selection for interview sent out</b>
<b>October 4, 2004</b>	<b>Interviews held</b>
<b>October 14, 2004</b>	<b>Consultants Notified of selection results and List of Selected Consultants is sent to City of Seattle Departments</b>

### **2. Delivery of Qualifications**

Qualifications must be received at the address below no later than 5:00 P.M. (PDT) on Friday, September 10, 2004.

Germaine W. Covington, Director  
Seattle Office for Civil Rights  
700 3<sup>rd</sup> Ave., Suite 250  
Seattle, WA 98104  
Telephone: 206-684-4500

Delays caused by any delivery service, including the U.S. Postal Service, will not be grounds for an extension of the Qualifications due date and time. **Faxed qualifications will not be accepted.**

## **5. Qualifications**

The prospective consultant firm or individual must demonstrate that they have the qualifications and capabilities to perform the work by addressing the following criteria:

- a. Describe the historical background, size and professional credentials for the consultant**
  - Minimum of five years demonstrated leadership and involvement in multicultural issues.
  - Involvement with committees, organizations and coalitions that promote multiculturalism.
  - Experience in teaching, leading, facilitating, organizing and attending classes, conferences etc. related to race and social justice work.
  - Evidence of positive reviews by participants and/or identified as a “promising program.”
- b. Provide names and resumes of team members who would be assigned to perform work on this project. Please include:**
  - Demonstrated ability of team members to work with change teams and build bridges across ethnic and racial backgrounds.
  - Well known within organizations that work with community groups and leaders from across the U.S. and internationally.
  - Able to demonstrate understanding of the need to include all groups and issues.
  - Able to address multiple issues related to multiple ethnic and racial perspectives.
  - Willing to share knowledge as well as receive knowledge.
  - Willing to work out conflicts and disagreements.
  - Sees self as a lifelong learner.
- c. Describe the consultant’s qualifications, background and experience that make you or your firm particularly qualified for this project. Describe similar projects that the consultant has worked on, particularly those involving change teams and organizational transformation in the area of race and social justice for local governments and or municipal services. (Please limit your response to 5 pages.) Your response should indicate your experience with the following concepts:**
  - 1) Comprehensive understanding of oppression**

- Grounded in a conceptual analysis of racial and ethnic oppression and social change.
- Understands internalized oppression and dominance in the context of institutional work.

## **2) Understanding of the following theories of practice:**

### **Anti-Racism**

- Institutional, cultural and systemic racism, historic oppression, internalized oppression.
- White privilege, white supremacy in the U.S., institutional gatekeepers.
- Social change justice, equity, self-determination, accountable leadership, community organizing.
- Anti-racist institutional transformation, faith-based analyses of racism, anti-racism team leadership in institutions, race equality and justice, anti-racist white activism, grassroots organizing, leadership development.

### **Diversity/Multiculturalism**

- Modern racism, internalized oppression, mono-culturalism, historic inequities, bias, bigotry, stereotypes, hatred, discrimination, anti-Semitism, multiculturalism, appreciation of diversity, anti-bias, inter-group relations, pluralism, tolerance, dialogue, inclusion, power sharing development, conflict resolution.

### **Democracy Building**

- Race relations, racism, separation, lack of interaction, distrust.
- Dialogue, deliberative democracy, citizen participation, inclusion, civic engagement, and civil society.

### **Healing and Reconciliation**

- Historic injustices and oppression, group victimization, white fear, racial reconciliation, healing, honest conversation, acknowledgement, repentance, forgiveness, and responsibility.

### **Prejudice Reduction and Anti-racism**

- Racial oppression and polarization, white privilege, internalized racism, dismantling racism, inclusive organizations, improved inter-group relations, personal awareness and responsibility, conflict resolution.
- Prejudice, stereotypes, oppression, internalized oppression, separation.
- Healing prejudice reduction, coalition building, leadership development, conflict resolution.

- Social ranking and marginalization idealized self-image, dichotomous thinking, self-awareness and self-acceptance, non-violent social change and environmental harmony.

## **6. Resources**

Please describe other resources that you will bring to this project. Include:

- a. Strategic partnerships with organizations.
- b. Other special resources.

## **7. References**

- a. Provide a list of clients for whom the consultant has conducted similar work over the last five years.
- b. Also, of special interest for the City is any work the consultant has done with well known professionals who are knowledgeable about race relations programs; and
- c. Any work that has been done for clients from the public sector.

## **8. Evaluation process**

**Step1:** Qualifications will be reviewed and evaluated by the Race and Social Justice Evaluation Committee. The evaluation committee will be comprised of City Staff and Race and Social Justice Professionals.

**Step2:** The Evaluation Committee will make its recommendations to the Director of the Seattle Office for Civil Rights.

**Step 3:** The chosen candidates will be invited to interview. Interviews will be scheduled for Monday, October 4, 2004. Please be prepared to participate in interviews in Seattle on that date, should you be selected.

**Step 5:** Acceptance into this pool: The selected consultants will be entered on a roster for use by all City of Seattle Departments.

**Step 6:** List of consultants will be distributed to all City of Seattle Departments.

**Step 7:** Assignment, coordination and administration of contracts will be the responsibility of each Department's Appointing Authority. Acceptance into this pool is not a guarantee of any work or any minimum amount of work.

## **9. Evaluation**

Qualifications will be evaluated on the basis of the following criteria:

- a. Past experience of the consultant
- b. Qualifications of team members assigned to work in the project

- c. Demonstrated ability of the consultant to complete the work assigned and to show measurable results according to City and departmental Race and Social Justice strategic plans.

#### **10. Other**

The successful applicants for this request for qualifications must be able to enter into the standard City Consultant Agreement including complying with City and State business licensing and insurance requirements and non-discrimination provisions, substantially in form attached.

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